State of Arizona
Department of Education

MEMORANDUM

To: National School Lunch Program (NSLP) Sponsors

From: Mary Szafranski, Associate Superintendent
Arizona Department of Education, Health & Nutrition Services *Original Signed*

Date: September 22, 2015

RE: CNP Direct Verification Enhancements and New Match Results

The purpose of this memo is to inform School Food Authorities (SFAs) of modifications the Arizona Department of Education (ADE) has made to the online CNP Direct Verification system. Per the *USDA Eligibility Manual for School Meals 2015*, Direct Verification is the use of records from public agencies as a means to verify children's eligibility for free or reduced-price benefits.

Historically, SFAs were instructed to directly verify all applications selected for Verification using the CNP Direct Verification system. If any student listed on the application was a "Match", the free or reduced-price meal benefits were confirmed (meaning if a child on a reduced-price application matched in CNP Direct Verification, the eligibility stayed reduced; and if a child on a free application matched the eligibility stayed free). Further, for the purposes of reporting on the CNP Verification report, the application and all students listed were reported as directly verified.

As of October 1, 2015, the ADE CNP Direct Verification system will be upgraded to allow Direct Verification using SNAP, TANF, FDPIR, Foster and Migrant data to change a student's meal benefits from reduced-price to free. This means that if direct verification results in higher benefits, SFAs must increase the child's benefits accordingly. For example, a child whose application originally supported reduced-price eligibility was found to be a match in one of the free categories in CNP Direct Verification (SNAP, TANF, FDPIR, Foster, Migrant), the SFA would then increase that child's status to Free. The change would be effective immediately and must be implemented no later than three operating days from the date direct verification was conducted. Further, no additional verification is required. For reporting purposes of Verification, the child is considered directly verified and will be reported in Section 5-7 in the CNP Verification Report.

ADE will continue providing Direct Verification with Medicaid/Medical Assistance (MA). Remember, matches in MA will still only confirm eligibility for either free or reduced-priced meals. This will be reported in Section 5-7 in the CNP Verification Report.

SFAs must use the following procedures to directly verify applications that were selected for Verification and report CNP Direct Verification matches in the CNP Verification Report.

Case Number Applications: SFAs may continue to directly verify applications that provide a SNAP or TANF case number on the application by entering the case number (8 digits or less) in the CNP Direct Verification system. The result will either be a match or no match.

> **Match**: If a case number results in a "Match" the household's free meal benefits have been confirmed and Verification is considered complete. SFAs will report this application and number of students listed as directly verified in section 5-7/A and 5-7/B of the CNP Verification Report.
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> **No Match:** If a case number search resulted in a "No Match", this means the system was unable to confirm program participation and Verification is NOT complete. Please note: the CNP Direct Verification system only searches against active case numbers for children ages 3-21. If the case number entered is for a household member older than 21, the case number will not match. It is a best practice to continue to search using the Standard, SAIS ID, or SSN method in individual student lookup before requesting documentation from the household.

Free Income Applications: Approved free income applications can be directly verified by searching for student information (Standard, SAIS ID, or SSN). The result will either be a "Match" or "No Match" in the DES Results column as well as a Y in one or more of the additional columns identifying which program or category the student matched in.

> **Match in SNAP/TANF/FDPIR/MA**: If any child resulted in a "Match," in the SNAP, TANF, FDPIR, or MA column, Verification is considered complete for the household. SFAs will report this application and the number of students listed as directly verified in 5-7/A and 5-7/B of the CNP Verification Report.
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> **Match in Foster/Migrant**: If any child resulted in a "Match" in either Foster or Migrant column, Verification is considered complete only for the child who matched. If there are other children on the income application, and the children did not match through Direct Verification, the SFA must then contact the household to verify those children. SFAs will report the number of children who matched in section 5-7/B of the CNP Verification Report. Do not report the application as directly verified in section 5-7/A if there are other children on the application that did not match through Direct Verification.
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> **No Match for any child listed on the application:** If none of the children resulted in a "Match", the system was unable to confirm meal benefits and Verification is NOT complete. The SFA must continue with the Verification process.

Reduced-Price Income Applications: Approved reduced-price applications can be directly

verified by searching for student information (Standard, SAIS ID, or SSN). The result will either be a "Match" or "No Match" in the DES Results column as well as a Y in one or more of the additional columns identifying which program or category the student matched in.

Match in SNAP/TANF/FDPIR: If any child resulted in a "Match" in the SNAP, TANF, or FDPIR column, Verification is considered complete for the household. SFAs will report this application and the number of students listed as directly verified in 5-7/A and 5-7/B of the CNP Verification Report.
NEW: In this instance, Verification will also result in higher benefits for all students on the application. The change from reduced-price meal benefits to free meal benefits is effective immediately and must be implemented no later than three operating days from the date of conducting Direct Verification. Parents should be promptly notified through whatever channels the SFA uses to notify the household of approval for benefits.

Match in Foster/Migrant: If any child resulted in a "Match" in either the Foster or Migrant column, Verification is considered complete only for the child who matched. If there are other children on the application, and the children did not match through Direct Verification, the SFA must contact the household to verify those children**.** SFAs will report the number of children who matched in section 5-7/B of the CNP Verification Report. Do not report the application as directly verified in section 5-7/A if there are other children on the application that did not match through Direct Verification.
NEW: In this instance, Verification will also result in higher benefits for ONLY the student who is a match. The change from reduced-price meal benefits to free meal benefits is effective immediately and must be implemented no later than three operating days from the date of conducting Direct Verification. Parents should be promptly notified through whatever channels the SFA uses to notify the household of approval for benefits.

Match in MA: If any child resulted in a "Match" and the Y is in the MA column, Verification is considered complete and the student is verified as reduced-price. A match in MA does not change eligibility for a reduced-price eligible student.

No Match for any child listed on the application: If none of the children resulted in a "Match", the system was unable to confirm meal benefits and Verification is NOT complete. The SFA must continue with the Verification process.

For additional assistance related to Verification, visit the ADE School Nutrition Programs [Verification Webpage](#). For questions regarding this memo, please contact your School Nutrition Programs Specialist. Contact information can be found on the CNP Web homepage once logged in to Common Logon.

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